

# STATE VACANCY ANNOUNCEMENT

## LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Range Operations Superintendent #89858

**ANNOUNCEMENT NO.** 150-2020

**SALARY:** MW-215 / Minimum \$36,317 / Maximum \$65,125 annually

**LOCATION:** LA Military Department, LANG-CB, Camp Beauregard, Training Area, Pineville, La.

**OPEN:** 2 October 2020

**CLOSE:** 16 October 2020

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must possess a comprehensive knowledge of all range operations and policies. Possess knowledge of Time and Attendance policies and procedures to maintain State Payroll. Possess the ability to work with little to no supervision. Possess a working knowledge of computer and networking systems and the ability to process information. Possess a comprehensive knowledge of all field training activities to include safe operation of grounds keeping equipment, heavy equipment and facility maintenance practices. Must maintain a valid Driver's License and attend State Employee Driver Training Class. Possess a working knowledge of computer and networking systems. Possess the ability to process ISIS 101's and DA Form 3953's.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. **POSITION DESCRIPTION:** Facility Manager for the Satellite Compound located 9 miles at 140 Brushy Road, from Range Control at 6090 West Range Road. Responsible for facility security comprising of 17 fixed structures encompassing 10 Acres. Responsible for inspecting and submitting work orders that maintain all structures. Coordinates with contractors and Facility Engineers for access to these structures for repairs and constructions. Assigned as the facilities key and lock manager for key control of all building and 32 pieces of equipment maintained at this compound. Coordinates, supervises and directs day-to-day ITAM Training Area maintenance activities. Responsible to inspect weekly, and after every major storm, of all maneuver trails, biv sites, landing zones and training effects throughout the 12,500 acres. Supervise and monitor the Safety Program for assigned employees and Soldier assigned on Orders to include Safety Training, Driver/Operator Qualifications, New Employee Orientation, Building Inspections, SOS Program and the Environmental Program for Camp Beauregard Range Maintenance Compound and Facilities. Provides input for long-range plans of maintenance to ensure facilities are provided in a timely manner to requiring units. Provide customer service to units/organizations inquiring about resource availability at biv sites, dig sites and maneuver trails. Determines work assignments and governs subordinates pertaining to the maintenance, troubleshooting, support buildings and training areas. Monitor RFMSS and ensure each training area is ready for units and organizations to utilize. Coordinate with Wildlife and Fisheries with regards to removing feral hogs from training areas once detected. Must track equipment maintenance, fuel consumption and usage to ensure adequate supply. Safely train subordinate personnel on daily activities. Must be available to report for duty for State and Federal emergencies. Assists the Range Officer and the Range SEA in monitoring and establishing a funding execution plan with OKO and IT AM budgets for training area maintenance and improvements. Coordinate with local EOD, environmental, installation safety and other involved staff organizations for clearance of specific UXO on a case-by-case basis as dictated by mission requirements. Coordinate with State Forestry Personnel on land maintenance, timber acquisition and prescribed burns of training areas. Coordinate impact area closures with Wildlife Management Area (WMA) Agents. Report to work on time, dress IA W SMD SOP, personal hygiene IA W SMD SOP and follow all the regulations and SOPs for the area working in and complete all required LMD Training. Perform other duties as assigned.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Woolf  
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